

AUGUST 2008

WorkOne

CAREER CONNECT

EASTERN INDIANA REGIONAL WORKFORCE GUIDE

FREE



WORKONE CAN HELP

- For workshops to put you on the path to employment, see our schedule of events

RESUME TIPS

- Find out how to make your resume stand out from the crowd

JOB SEARCH TIPS

- Tips on how to get the job.



.....
LOTS OF JOB LISTINGS INSIDE NOW!
.....

WorkOne

www.Work-One.org

877-967-5148 (877-work1 4 U)

EASTERN INDIANA ECONOMIC GROWTH REGION 6

SERVING Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne Counties

TABLE OF CONTENT

Classification Index

Section 1. Job Seekers
 Section 2. Youth
 Section 3. Entrepreneur
 Section 4. Employer

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An initiative of the Eastern Indiana Regional Workforce Board. Funding for this project has been provided by Indiana Department of Workforce Development. The WorkOne System is an equal opportunity employer and does not discriminate in the programs and services offered. Auxiliary aids and services are available upon request to individuals with disabilities. Call (800) 743-3333 for TDD/TTY relay service.

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WorkOne

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Job Seeker

Our mission at WorkOne is to give every customer that walks through our doors an opportunity to:

- Assess Your Skills
- Improve Your Skills
- Find the Best Job to Match Your Skills



Employer

WorkOne has resources and services that Employers need to build a high-quality Workforce or their business:

- Training Acceleration Grants (TAG)
- WorkKeys Job Profiling
- IndianaCAREERConnect.com free job postings



Youth

WorkOne's youth-dedicated resources help navigate work issues:

- Plan Now for the Career You Want
- Job Search Tips
- Education and Training



Entrepreneur

WorkOne is truly committed to innovating and invigorating Indiana's economic future by developing a strong entrepreneurial community:

- StartUpIndiana.com
- GrowthStartProject.com
- Business Opportunities for Self Starters HighSchoolBOSS.com

WorkOne - Working to Raise Everyone Up One Level!



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WorkOne WORKSHOPS

WorkOne is dedicated to helping Hoosiers keep pace with an ever changing world by increasing the skills of jobseekers and preparing them for the workplace. WorkOne workshops can give you the competitive advantage you need.

All WorkOne Centers are open Monday through Friday from 8:00 a.m. to 4:30 p.m. The Centers are busiest on Monday and Tuesday. If you would like to avoid a wait, visit your nearest WorkOne Center later in the week. In order to access many of the WorkOne services, you will need to have a picture I.D. and verification of your social security number with you at the time of your initial visit.

TECHNOLOGY

Intro to Computers

(2 hours) This workshop provides basic hands-on computing to those with little or no familiarity with personal computers. Begin using and identifying common computer terminology such as a mouse, hard drive, monitor, keyboard, opening and running programs, and learning how to create and save files. If you want to start from scratch, this will be a slow and easy beginning.

Intro to Microsoft Word 1

(2 hours) Learn the basics of word processing using Microsoft Word. Upon completing this workshop you will be able to:

- ▶ Know basic mouse and keyboard functions.
- ▶ Open, edit, print and close documents.
- ▶ Highlight, insert and delete text and quickly scroll through a document.
- ▶ Use menus and toolbars to accomplish basic tasks such as: changing fonts, bolding, centering, italicizing, and undoing changes.
- ▶ Apply basic formatting styles to a document.

Intro to Microsoft Word 2

(2 hours) Do you need to create a letter in Microsoft Word but have never worked with the program before? Let's get started! In this workshop you will learn to create a basic document and edit it. This workshop will give you the basics in the following areas:

- ▶ Use menus and toolbars to change margins and undo changes.
- ▶ Change line spacing, indent paragraphs and apply basic styles to document.
- ▶ Use of basic formatting to align text, change font, bold and italicize.
- ▶ Save and print a finished document.
- ▶ Practice time for hands on experience.
- ▶ A quick reference sheet you can have to take with you.

Intro to Microsoft Word 3

(2 hours) Ok, so you know the basics of Microsoft Word but you want to know more, right? This workshop will cover some key areas that are a must to know, including:

- ▶ Copy, cut and paste, use of quick keys and spell/grammar check.
- ▶ Drag and drop text, show hide button and its uses.
- ▶ More in-depth coverage of menus and toolbar functions.
- ▶ Using the ruler to set margins, indent and set tabs.
- ▶ Selection methods: mouse and keyboard.
- ▶ Advanced formatting techniques including bulleting and numbering.
- ▶ Clip art basics: how to insert a picture in a document and "size" it.

Email Account for Free

(90 minutes) Learn how to establish an email account that will help you to reach out to potential employers. By attending this class you will be able to leave having a free email account and know how to use it.

Key Boarding 101

(90 minutes) Learning to use a computer keyboard is now considered a basic skill necessary for everyone entering today's job market. Learn why it is important to know the proper technique of keyboarding. In this workshop we will look at ways you can understand and begin to learn about keyboarding. A great beginner activity.

Building My Self Esteem

(90 minutes) In this workshop begin identifying the different personality traits you possess. Additionally there will be some online assessments completed and discussions on identifying what self esteem is and how one can begin improving individual self esteem through small bite size steps. A great picker upper.

Successful Career Exploration

(90 minutes) Don't spend hours trying to figure out where to search for answers on what careers are out there in today's labor market. Use the internet to help you learn and explore careers, educational and salary requirements and much more. Great workshop to find direction and movement toward making a realistic career goal.

Intro to Basic Microsoft Excel

(2 hours) If you've ever wanted to learn a program that will help you to organize data this beginning excel workshop will get you off to a good start. You will begin to learn how to create a spreadsheet and also learn how to apply mathematical calculations to your documents.

Intro to Basic Microsoft PowerPoint

(2 hours) In today's world we are often asked to speak to groups of people. By learning and using PowerPoint you will have a wonderful tool that will enhance your presentations. By learning the basics of this program you will be able to present with pizzazz.

WorkOne WORKSHOPS

Job Searching on the Web

(90 minutes) Know how to apply for jobs online? This workshop will teach you how to search for jobs online and post your resume once a lead has been identified.

KeyTrain® Skill Practice

(1-3 hours) Ready to apply to the employer of your dreams? Need to know if your reading, math, and other essential skills are up to par? KeyTrain® is a comprehensive, easy to use system that will help you to identify and build your skills when additional skills are necessary. It is recommended as good practice for WorkKeys® job skills assessment preparation.

WORK READINESS

Resume Start to Finish

(3 hours) Don't have a resume? Not sure what a resume is? Need an old resume updated? What resume format is best for me? In this workshop, you will begin constructing and complete a resume. You will learn how to best present your skills. Workshop registrants should have a good sense of their skills prior to enrolling in this activity. A copy of your completed resume will be available for you at the completion of the workshop.

Cover Letters/Thank You Notes

(60 minutes) A cover letter allows the opportunity to further showcase your skills in a professional way. It is always a good idea to send a cover letter when you submit a resume. During this workshop, you will learn to write a basic cover letter that can be edited to meet your needs.

When all things appear to be equal with the interviewer, a sincere "Thank You" note can be the deciding factor that puts you in "first place". During this activity you will learn how to write a thank you note that, if used properly, will help get you in the door and into the job you want.

Job Search Tips

(60 minutes) In this workshop, you will learn how to research employers you intend to approach. Learn what networking is all about. Ever wonder what the top two ways to find and secure employment are? What is the real key to job search success? Why are there so many "temp" agencies out there and how are they part of my job search? Learn about the top six reasons people don't get jobs and the top six reasons people get hired. Make this a must activity for you to choose in broadening your job search skills.

Interviewing – The Real Thing

(2 hours) Learn why the first impression you make with a potential employer is the most important one. You'll want that first impression to be not just a good one, but a great one. Learn interview attire tips and what to bring, and what not to bring, with you to the job interview.

Interviewing has changed so much in the past few years. Learn all the new techniques used by employers and how to answer the toughest of questions with ease. A must attend activity that will pay big dividends. Everyone searching for work should make this the number one activity to attend.

Showcasing Your Skills

(90 minutes) Did you know that everyone has a minimum of 700 skills? It's important to know how to identify and sell your skills to your future employer. Learn about your skills and how they are transferable to many other occupations that are in demand. A workshop for today's job seeker.

Winning Applications

(90 minutes) Would you like to be sure an employer sees your application? Do you want your application to stand out as a winner among all other applications? Learn tips that successful job getters' use to succeed.

Landing a Job After Age 40

(90 minutes) So, you're over 40. As a seasoned worker you bring so much to the workplace. Learn what you're worth and how to dispel all the myths. Learn about all the choices you have and how to network your way to a great job. You don't want to miss this great opportunity to get you back into the driver's seat.

Workplace Do's and Don'ts

(90 minutes) Explore what employers are saying they are looking for in building their workforce. This workshop will instruct you in ways to get and keep a job. A life changing workshop that you won't want to miss.

Talk the Talk

(90 minutes) Learn how to plan and reach out to more employers each day through calls that count in your job search. Learn phone tips, when to call employers, how often, how to reach the right person. Learn how to prepare a script that will get you past the gatekeepers. Learn how to conduct a phone interview and more.

Job Club – Support Group

(2 hours) Job Club is a network and support system that helps carry job seekers through the job search process. Job Club brings people together for support and encouragement. A great opportunity to meet other job seekers and share common concerns and figuring out solutions. Join a club today.

SEPTEMBER 2008

DELAWARE, JAY, BLACKFORD

Monday
Delaware

Tuesday
Jay

Wednesday
Delaware

Thursday
Blackford

Friday
Delaware

1 LABOR DAY CLOSED	2 Intro to Computers 9:00 – 11:00 Intro to Microsoft Word 2 12:00 – 2:00 Email for Free 2:30 – 3:30	3 Resume 9:00 – 12:00	4 Intro to Computers 9:00 – 11:00 Intro to Microsoft Word 2 12:00 – 2:00 Career Exploration 2:30 – 4:00	5 Intro to Computers 9:00 – 11:00 Email for Free 12:00 – 1:30 Career Exploration 2:30 – 4:00
8 Intro to Microsoft Word 1 9:00 – 11:00 Build Self Esteem 12:00 – 1:30 Winning Applications 2:30 – 4:00	9 Resume 9:00 – 12:00 Build Self Esteem 12:30 – 2:00 Job Over 40 2:30 – 4:00	10 Resume 1:00 – 4:00	11 Resume 9:00 – 12:00 Build Self Esteem 12:30 – 2:00 Job Over 40 2:30 – 4:00	12 Career Exploration 9:00 – 10:30 Showcasing Skills 11:30 – 1:00 Job Over 40 2:00 – 3:30
15 Job Search On Web 9:00 – 10:30 Key Boarding 101 12:00 – 1:30 Intro to Computers 2:00 – 4:00	16 Intro to Computers 9:00 – 11:00 Career Exploration 12:00 – 1:30 Interviewing 2:00 – 3:30	17 Resume 9:00 – 12:00	18 Workplace Do's & Dont's 9:00 – 10:30 Key Boarding 101 12:00 – 1:30 Interviewing 2:00 – 3:30	19 Cover/Thank You Notes 9:00 – 10:00 Job Search Tips 11:00 – 12:00 Interviewing 1:00 – 3:00
22 Career Exploration 9:00 – 11:00 Basic Excel 12:00 – 2:00 Workplace Do's & Don'ts 2:30 – 4:00	23 Resume 9:00 – 12:00 Intro to Microsoft Word 1 1:00 – 3:00	24 Resume 9:00 – 12:00	25 Resume 9:00 – 12:00 Career Exploration 1:00 – 2:30	26
29 Job Search On Web 9:00 – 10:30 Cover/Thank You Notes 11:00 – 12:00 Interviewing 1:00 – 3:00	30 Intro to Excel 9:00 – 11:00 Workplace Do's & Don'ts 11:30 – 1:00 Key Boarding 101 2:00 – 3:30			

To register for a **free** WorkOne workshop, please call 877-work1 4 U (877-967-5148) or stop in your nearest WorkOne Center (Locations listed on the back of this magazine)

SEPTEMBER 2008

RUSH, HENRY, FAYETTE

Monday
Rush
Tuesday
Henry
Wednesday
Henry
Thursday
Fayette
Friday
Fayette

1 LABOR DAY CLOSED	2 Resume 9:00 – 12:00 Cover/Thank Notes 1:00 – 2:00 Intro to Computers 2:30 – 4:30	3	4 Email for Free 10:00 – 11:30 Career Exploration 12:00 – 1:30 Interviewing 2:00 – 3:30	5 Intro to Computers 9:00 – 11:00 Intro to Microsoft Word 1 12:00 – 2:00 Cover/Thank You Notes 2:30 – 3:30
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15 Intro to Microsoft Word 2 9:00 – 11:00 Email for Free 12:00 – 1:30 Job Over 40 2:00 – 3:30	16 Resume 9:00 – 12:00 Cover/Thank Note 1:00 – 2:00 Job Search Tips 3:00 – 4:00	17	18 Intro to Computers 10:00 – 11:30 Key Boarding 101 12:00 – 1:30 Career Exploration 2:00 – 3:30	19 Winning Applications 9:00 – 10:30 Job Over 40 12:00 – 1:30 Workplace Do's & Don'ts 2:00 – 3:30
22 Basic Excel 9:00 – 11:00 Interviewing 11:30 – 1:00 Intro to Computers 1:30 – 3:30	23 Intro to Computers 9:00 – 11:00 Intro to Microsoft Word 1 12:00 – 2:00 Career Exploration 2:30 – 4:00	24	25 Resume 10:00 – 1:00 Cover/Thank Notes 2:00 – 3:00	26
29 Resume 9:00 – 12:00 Cover/Thank You Notes 1:00 – 2:00 Job Search Tips 2:30 – 3:30	30 Workplace Do's & Don'ts 9:00 – 10:30 Talk the Talk 12:00 – 1:30 Intro to PowerPoint 2:00 – 4:00			

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SEPTEMBER 2008

WAYNE, RANDOLPH

Monday
Wayne

Tuesday
Wayne

Wednesday
Wayne

Thursday
Randolph

Friday
Wayne

1 LABOR DAY CLOSED	2 Resume 9:00 – 12:00 Cover/Thank You Notes 1:00 – 2:00 Job Search Tips 3:00 – 4:00	3 Interviewing 9:00 – 11:00	4 Resume 10:00 – 1:00 Career Exploration 2:00 – 4:00	5 Intro to Computers 9:00 – 11:00 Resume 12:00 – 3:00
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Official Career Site of the State of Indiana

IndianaCAREERconnect.com

GOVERNOR MITCH DANIELS
visit his home page >>

USERNAME PASSWORD SIGN IN ▶

Not Registered?
 Forgot Username and/or Password
 En Español

INDIVIDUALS

Find job openings
 Create a Resumé
 Explore a Career
 Research the Job Market

EMPLOYERS

Find a Candidate
 Post a Job
 Research Candidate Trends
 General Labor Market Information

OTHER RESOURCES

Education & Training Information
 Veteran Services
 Youth Services
 Online Learning & Skill Development
 WorkOne
 Indiana Labor Statistics
 Indiana INTERNnet

a better career
Starts Here

INDIVIDUALS
FIND A CAREER

EMPLOYERS
FIND A CANDIDATE

INDIANA CAREER CONNECT is the State of Indiana's
NO CHARGE service to benefit individuals and employers.

Individuals:

- The most comprehensive source of Indiana job openings to assist you in finding the best match for your skills and experience
- Research tools to show high-demand and high-wage careers

Employers:

- Search our extensive database of job seekers and find employees with the right skills and qualifications
- Real time information on labor availability and labor market data

Powered by **WorkOne**

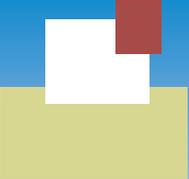
INDIANA CAREER CONNECT

is the State of Indiana's **NO CHARGE** service to benefit individuals and employers.

IndianaCAREERconnect.com

is the most comprehensive source of Indiana job openings to assist you in finding the best match for your skills and experience, along with research tools to show high-demand and high-wage careers.

ICC "spiders" and pulls in job opportunities from corporate websites and other search engines making it a very powerful job matching tool for employers and job seekers.



Build a Resume

For the job you want

*Use Your Resume Accurately and Honestly To
Spur an Employer's Interest in You*

Whether you're just starting out or have some work experience, a resume is a powerful tool in your search for the right job.

BUILD A GREAT RESUME TO PROVIDE AN EMPLOYER A LENS FOR CAPTURING A PICTURE OF YOU

Think of your resume as a snapshot of you. It represents you, but does not replace you. It is just one item in your job-search toolbox. A well-crafted, clear and comprehensive resume can create a desire to meet the person behind the document.

The type of resume you create depends upon your work history, education, and skills, as well as the industry and/or job for which you are applying.

There are a few universal characteristics that apply to all resumes:

► **OPEN with a SUMMARY**— Open the resume with a summary or profile. Be careful of the term "objective." It may limit how the employer perceives you and, consequently, narrow your options;

► **USE SIMPLE TECHNIQUES**— Use bullets, lines and other simple techniques to aid in readability and emphasis;

► **OPEN LINES with KEY WORD**— Open each line with a key word, action verb or the topic;

► **USE SHORT, FRAGMENTED SENTENCES**—

Sentences should be short and fragmented, and they often will lack pronouns and articles. Do not write in a narrative style such as, "I first started working for...";

► **DO NOT EXAGGERATE in PRESENTING YOUR SKILLS**—

Present your qualifications, skills, experience, and strengths. Demonstrate the scope of your responsibilities and accomplishments. Do not exaggerate or inflate;

► **AVOID REASONS for LEAVING JOB or SALARY**—

Avoid statements that give reasons for leaving a job or any salary information;

► **DO NOT LIST REFERENCES or PERSONAL DATA**—

Do not list references or personal information such as marital status, height and weight, or Social Security number; and

► **PROOFREAD YOUR RESUME**—

Print out the resume for proofreading by you and others. Do not try to proof on a computer monitor or trust the

spell check function on a word processing program.

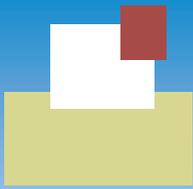
Resume Worksheet
Gather the following information before you begin to write your resume:

► **BASIC DATA on YOU**— Name, address, city, state, zip code, and telephone number;

► **SUMMARY of YOUR SKILLS**— Skills summary: What have you done or what can you accomplish that relates to your job target or area of interest? Be specific about skills that may set you apart from other job seekers;

► **WORK HISTORY and EXPERIENCE**— Work history and experience: List all jobs so there are no gaps in time. Include job title, employer and contact data, dates of employment, responsibilities, and key accomplishments; and

► **EDUCATION and MILITARY SERVICE**— Education and military service: high school through college and/or vocational training, certificates, and licenses.



Build a Resume

Write a Professional Cover Letter

Set yourself apart from the others vying for a particular job with a carefully worded cover letter that tells employers you are a serious professional.

Establish Yourself as a Professional with Talent by Producing a Well-Written Cover Letter with Impact Use the Letter To Say a Few General, Yet Important, Things about Yourself

Set your resume apart from the competition. Impress employers with your professionalism. Highlight the skills and experiences that make you a "must interview" job seeker.

The perfect cover letter is short and concise. It features only information relevant to the position that has attracted your application. Build the cover letter just like what it is—a business letter.

- ▶ Your name, address and other contact information at the top. Ensure that your e-mail address is professional in tone and does not include any nick-names, slang, or other unprofessional catch phrases. If necessary, get a new e-mail address that is professional. You also should place this professional email on your resume;
- ▶ The date you write the letter;
- ▶ The name (if available) and address of the contact person, exactly as it appears in the job posting or advertisement;
- ▶ Salutation using the person's name or "Dear Sir or Madam";

- ▶ Statement of your purpose in writing—that you are applying for a job and identify it exactly as the position is named in the posting or advertisement;
- ▶ Highlight a few of your qualifications, experiences, skills and knowledge that align nicely with the skills and duties described in the posting or advertisement;
- ▶ Close the letter by showing enthusiasm for further contact about the position and include your telephone number;
- ▶ Finish with "Sincerely," and leave at least four lines of white-space to sign your name above your typed name;
- ▶ Print the cover letter for proofreading by you and others. Do not try to proof on a computer monitor or trust the spell-check function of a word processor; and
- ▶ If you are enclosing a resume and references (if required), indicate you are doing this after your signature in a manner such as "Enclosures: Resume and References."

Eager J. Seeker

Phone: (222) 555-1234

ejsseeker@email.com

1234 Street Address, Anytown, Indiana 49085

October 3, 2005
Ms. Susan Smith
Job Title
Company Name
Address
City, IN 12345

Dear Ms. Smith,
I am responding to your advertisement for a customer service rep (Job Name Exactly as Listed) in today's Hometown Tribune (Name of Where Ad Ran). My experience includes six years of retail experience, including three years as a supervisor.
Enclosed is my resume to give you an idea of my experience and training in this area, including:

- Proven customer service expertise;
- Inventory control, including proficiency in Microsoft Excel;
- Team building and staff management; and
- Demonstrated dependability and problem-solving skills.

I welcome an opportunity to meet with you to discuss how my skills would match the duties of the customer service rep (Job Name) position. I am available for an interview at your convenience, and I can be reached at the phone number and address listed. I look forward to meeting with you soon.

Sincerely,

Eager J. Seeker

Each WorkOne Center offers materials, publications, and computers for you to use to help you with building your resume, creating cover letters and thank you notes. Along with software just for resume writing, take a FREE WorkOne Resume Writing Workshop. Calendars and workshop registration information is available at each WorkOne Center, online at www.Work-One.org or on pages 4-6 of this Career Guide.



What is a Career Advancement Account?

The Eastern Indiana Regional Workforce Board has received a grant from the Indiana Department of Workforce Development to develop Career Advancement Accounts for Hoosier workers.

Career Advancement Accounts are self-managed personal training accounts which provide funds to pay for expenses related to training and education. While Career Advancement Accounts are targeted towards individuals in need of new skills, more employers are discovering how they can also benefit their company.

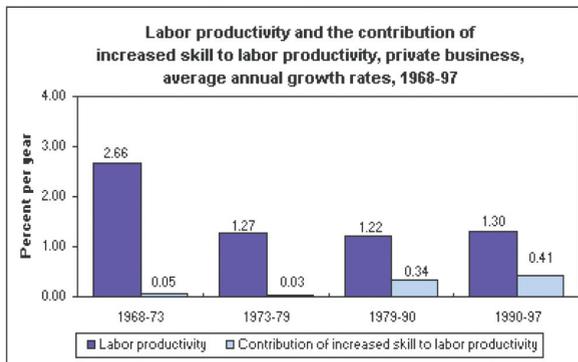
Companies with hard to fill positions or internal promotional opportunities and which match the in-demand occupations for the region are joining other leading companies in the region in putting Career Advancement Accounts to work for them. By initiating an internal promotional campaign targeted toward their working adults in low-mid wage range who are interested in increasing their skills and education while working, companies are finding new ways to grow the skilled workforce they need. Some companies have developed programs which combine their tuition reimbursement programs and paid time off for their employees with the Career Advancement Accounts to entice employees to increase their skills.

“The overall goal of this program is to help workers successfully enter, navigate and advance in the skills and jobs of the 21st century,” said Barbara Street, Eastern Indiana Regional Workforce Board. “These accounts represent a new, highly targeted tool aimed at helping certain categories of workers who are in need of new skills and training.”



Increasing Skill Levels account for over a quarter of labor productivity growth.

More than one-fourth of the growth in labor productivity in the 1990s has been due to rises in the skill levels of workers. This represents a dramatic change from the 1970s, when skill change contributed almost nothing to labor productivity growth.



Labor productivity in the private business sector grew by 1.30 % per year on average between 1990 and 1997, and increasing skill levels accounted for 0.41 % of the growth.

<http://www.bls.gov/opub/ted/1999/Sept/wk4/art01.htm>

How Does a CAA Work?

Career Advancement Accounts (CAA) are paid directly to the institution providing training. In special circumstances the money may be reimbursed to the worker or the company. The worker must prove that the payment came directly from the worker or company and that the training has not begun. The Career Advancement Accounts will pay for one training session (semester, quarter, module) at a time. Upon successful completion of a session, the Career Advancement Accounts may pay for the next session. Businesses with workers participating in eligible company sponsored training programs may wish to discuss how they may participate in Career Advancement Accounts as well. For more information on Career Advancement Accounts, visit our web site www.CareerAdvancementAccounts.com

Am I Eligible?

Indiana has prioritized Career Advancement Accounts for adult incumbent, low to mid wage workers.

Other eligibility criteria are:

- Employed for a minimum of six months consecutively at time of application
- Training must be for in-demand occupations:
 - Manufacturing
 - Health Care Services
 - Agriculture
 - Transportation and Warehousing
- Must have a High School Diploma or GED
- Must not have dropped out of the desired training in the past two years.
- Must take the WorkKeys Assessment and complete testing at level needed for the occupation desired.

For more information on Career Advancement Accounts, visit our web site

www.CareerAdvancementAccounts.com

Official Career Site of the State of Indiana

IndianaCAREERconnect.com

GOVERNOR MITCH DANIELS
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INDIVIDUALS

Find job openings
 Create a Resumé
 Explore a Career
 Research the Job Market

EMPLOYERS

Find a Candidate
 Post a Job
 Research Candidate Trends
 General Labor Market Information

OTHER RESOURCES

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 Veteran Services
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 WorkOne
 Indiana Labor Statistics
 Indiana INTERNnet

a better career
Starts Here

INDIVIDUALS
FIND A CAREER

EMPLOYERS
FIND A CANDIDATE

INDIANA CAREER CONNECT is the State of Indiana's
NO CHARGE service to benefit individuals and employers.

Individuals:

- The most comprehensive source of Indiana job openings to assist you in finding the best match for your skills and experience
- Research tools to show high-demand and high-wage careers

Employers:

- Search our extensive database of job seekers and find employees with the right skills and qualifications
- Real time information on labor availability and labor market data

Powered by **WorkOne**

INDIANA CAREER CONNECT

is the State of Indiana's NO CHARGE service to benefit individuals and employers.

The new IndianaCAREERConnect.com, or ICC, Job Matching System is an on-line, self service system empowering employers to enter and manage job openings and to confidentially search for qualified candidates.

resources on the web site. Registration takes only 15-20 minutes – one time.

➔ Employers must register in the ICC system before they can enter any job openings or access other

IndianaCAREERconnect.com

Powered by **WorkOne**

→ Employers can conduct an immediate candidate search, or wait for candidates to match and apply. They can communicate with the matching candidates via email, and set up interviews conveniently from their desktop sometimes with out ever picking up the phone.

→ Employers can set up a Virtual Recruiter search agent to automatically find candidates for hard to fill positions.

→ ICC provides the latest EEO information, Labor Market Information, Labor Relations Information, Government Resources, HR Resources and Educational Service Resources for HR Professionals.

→ ICC “spiders” and pulls in job opportunities from corporate websites and other search engines making it a very desirable site for job seekers to register. Because of the spidering, ICC becomes a one stop shop for employers wishing to recruit qualified candidates.

→ In summary, ICC is a robust online internet portal providing access to a host of services tailored to help employers manage and develop their workforce.

→ ICC is a proven system – it is successfully utilized in 15 other states.

→ The online web site is www.IndianaCAREERconnect.com or you may link to ICC from www.Work-One.org

→ The Employer “Quick User Guides” are available from ANY WorkOne Center or downloadable at www.Work-One.org



To inquire about an ICC workshop, please call Tracy Hartman, (765) 282-6400 x 106 or thartman@work-one.org.

Be Your Own

BOSS

Business Opportunities for Self Starters



www.HighSchoolBOSS.com

B.O.S.S. Business Opportunities for Self Starters; Introducing Entrepreneurship to Students



BOSS is part of a larger part of a Strategic Skills Initiative (SSI) grant that our region (Economic Growth Region 6 or EGR 6), through the Eastern Indiana Regional Workforce Board (EIRWB), received in the amount of \$2.1 million to create new jobs in the emerging fields of agribusiness and entrepreneurship from the State of Indiana Department of Workforce Development.

B.O.S.S. is a 54 hour curriculum that can be taught as an in-school program or a summer program. This program introduces students to entrepreneurship as a career choice. It guides the students from idea development through a completed business plan. The program culminates in the students presenting their plans in a business plan competition either as an individual or as part of a group. The students were paid a stipend (while the grant lasts) for satisfactorily completing the course. The students can also earn college credit if they attend either Ivy Tech or IU East.



By making students more aware of entrepreneurship as a possible career path, EIRWB is helping to build the "pipeline" of students to continue their studies in Entrepreneurship in college. Ball State University and IU East both have a Center for Entrepreneurship at their respective schools in our region. By helping to build more businesses, we are ultimately helping to grow our regional economy here in Eastern Indiana.

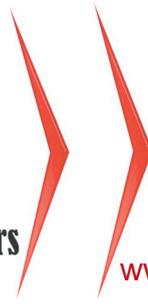
EIRWB has held summer **B.O.S.S.** programs in 2007 and 2008, which are two week programs and also an in-school program in the spring of 2008. In total, 272 students have successfully completed the program. EGR 6 has nine counties in our region:

The funding for this project has been provided by the Indiana Department of Workforce Development through a competitively awarded Strategic Skills Initiative grant. The purpose of this project is to advance the entrepreneurship of Eastern Indiana. Oversight is provided by the Eastern Indiana Regional Workforce Board.

Be Your Own

BOSS

Business Opportunities for Self Starters



www.HighSchoolBOSS.com

Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne. During the spring and summer of 2008, there were programs in seven of the nine counties. Here is a list of the counties and the schools that participated as well as the number of students who participated:

Blackford County

Blackford County High School 21 students

Delaware County

Cowan High School 19 students

Fayette County

Connersville High School 16 students

Henry County

Knightstown High School 5 students

Randolph County

Modoc High School 20 students

Union County

Union County High School 22 students

Wayne County

Hagerstown High School 11 students

Summer BOSS

IU East – Richmond 40 students

Ultimately, the plan is for the program to continue after the grant period is complete. Sustainability is the goal. Everyone has worked very well together to make this program a success. This includes the sponsors, the judges, the teachers, and most importantly, the students. To continue into the future, we need community support to help support local business plan competitions that help to feature all of the hard work that students have been doing. In the past, in the local competitions, the first place winners received \$1,000, second place received

\$500, and third place received \$250.

The most rewarding part is to see all of the different ideas and plans that the students create. There were two students that actually invented a product and are building prototypes. Many brought displays to give examples of the types of products and services that they would like to sell. Some students even made mock commercials for their products. Here is a short list of some of the different types of business ideas: Motocross course, putt-putt with a theme, book stores, cleaning services, pet supplies and grooming, under 21 club, sport complexes and supplies, restaurants, and clothing manufacturing and retail establishments.

The judges for the local and regional competitions were from the local communities and came from an array of businesses that help entrepreneurs on a daily basis including banks, incubators, educational facilities, and economic development offices. There were many comments from the judges mentioning how impressed they were with the quality of the plans and that in some cases they surpassed the quality that they see day to day in the course of their jobs. We are looking forward to seeing these plans move forward to actual businesses in our community.

The sponsors for the spring/summer 2008 BOSS program were the following:

National Council Economic Education, Wayne County Innovation, IU East Center for Entrepreneurship, First Merchants Bank, First Bank of Richmond, West End Savings Bank, and First Financial Bank.

If you are interested in implementing the BOSS program in your school, contact Valerie Alexander, (765) 282-6400 x 105 or valexander@work-one.org.



You're an **Entrepreneur...**

you have the Drive and the Passion to Succeed.

You're an **Investor...**

you have the Resources to put Business in Motion.

You Need to Be A Part of **WWW.STARTUPINDIANA.COM**

Welcome investors and entrepreneurs!

If you are looking for opportunities to invest in growing companies in eastern Indiana, or seeking investment capital, you've come to the right place.

StartUp Indiana is a tool designed to match companies growing in the eastern part of Indiana with qualified investors, as well as service providers who can help a company grow.

Our program is managed by the Eastern Indiana Regional Workforce Board, based in Muncie, Indiana, with support from funds from the State of Indiana. Our community based Steering Committee of business executives, and our Screening Committee of qualified service providers, makes certain that only strong, qualified companies are introduced to our investor community and that all companies receive the help they need to improve their business plan and be successful.

To start using our tool, simply click on the Entrepreneur or Investor icon on the home page of our website, www.StartUpIndiana.com



Entrepreneurs are faced with many obstacles in moving their ideas and projects from concept stage to launch stage. Eastern Indiana will work to eliminate as many of those obstacles as possible through investment of resources and by building strategic partnerships with business, education, small business development, economic development to name a few.

www.StartUpIndiana.com is dedicated to bringing opportunities (Entrepreneurs seeking capital) with solutions (Angel Investors seeking investment opportunities) together through our secure Virtual Investor Network branded as StartUp Indiana.

Our members are entrepreneurs, CEO's, venture capitalists and business leaders who have founded, funded and built world-class companies. We mentor and coach the entrepreneurs in whom we invest, serve on their boards, provide contacts and assist with team building, strategic planning and fundraising.

We welcome you to browse through our website to learn more about us, and about how you can work with us; as an entrepreneur to be funded, a professional industry sponsor, or as prospective angel investor yourself.



StartUp Indiana is an initiative of the Eastern Indiana Regional Workforce Board aimed at growing the economy of Economic Growth Region 6 by growing the jobs of the region through the development of entrepreneurs. Funding for this project has been made possible through a grant provided by Indiana Office of Community and Rural Affairs.

Oversight provided by Eastern Indiana Regional Workforce Board

GrowthStart

www.GrowthStartProject.com

Indiana Strategic Skills Initiative — Economic Growth Region 6

Eastern Indiana was awarded a competitive Strategic Skills Initiative Grant by the Indiana Department of Workforce Development to create new jobs in agri-business and small business. Growing new business and our economy through entrepreneurship is the focus of the Strategic Skills Initiative, marketed under the **GrowthStart Project** brand.

Through the **GrowthStart Project**, Eastern Indiana will be able to support the growth of new ventures in agri-business and small business, develop high school students as future entrepreneurs and work with MBA students to launch new business ventures.

The Small Business Support feature of the **GrowthStart Project** will provide business planning services to twenty selected Eastern Indiana small businesses.

It is the goal of the **GrowthStart Project** to help entrepreneurs move their business ideas from the concept stage to the launch stage more efficiently.

An increase in available funding to help entrepreneurs raise the necessary investment capital needed and an increase in cooperation among business, education, governmental and nonprofit sectors are **GrowthStart Project** priorities. Strengthening the partnerships between local and regional Economic Development Organizations are also **GrowthStart Project** goals.

Companies

The **GrowthStart Project** is looking for early-to-growth stage companies with innovative business models that are within the Economic Growth Region 6. The company or project idea should have the potential to provide job opportunities for citizens in the region. More information on Economic Growth Region 6 can be found on www.GrowthStartProject.com

Services

The GrowthStart Project can assist entrepreneurs with matching funds for Business Plan Development, Feasibility Studies and Technology Evaluations.

For more information, please visit us on the web at www.GrowthStartProject.com or contact:

Tracy Hartman, Business Services Representative
Strategic Skill Initiative

Phone: 765-282-6400 Ext. 106 or 800-483-2742

Email: thartman@work-one.org

If You're Looking for a Job, WorkOne Can Help You Master the Essentials Needed To Land a Position

Here is a Source for the Appropriate Boundaries for Seeking a Job while Remaining True to Yourself

Young people face some unique circumstances that older job seekers don't confront; in this light, WorkOne has dedicated programs aiming to help youth enter the workforce.

Job Search Tips



Top 10 Tips on How to Get the Job

Knowing what skills you have that employers want, such as being reliable and responsible, along with the following nine other tips, will help you succeed in the work world:

Here are our top 10 tips:

- 1 **IDENTIFY YOUR MARKETABLE SKILLS**— Identify the skills you have that employers want, such as being reliable, accepting and handling responsibility, managing time well, and being honest and dependable;
- 2 **DETERMINE YOUR CAREER GOALS**— What are your career goals? Compare your skills with those abilities needed for the jobs you want. Are they a good match? What other skills or experience do you need?
- 3 **DRESS PROFESSIONALLY**— Dress professionally—not like you are going out on a date. Be neat and well groomed; wear clean, pressed clothes, and polished shoes;
- 4 **AVOID EXCESS IN YOUR APPEARANCE**— Avoid anything in excess—too much jewelry or make-up, t-shirts with inappropriate sayings, clothing that is too tight or worn too low—distracts mightily from what's important: you, your skills, and your experience;
- 5 **TURN OFF YOUR CELL PHONE**— Before you meet someone at a job fair, while networking or for an interview, turn off and put away your cellular phone, pager, MP3 or CD player. Get rid of gum or cigarettes. Through your appearance and behavior, show that you are focused on the job opportunity;
- 6 **BRING ALL YOUR VITAL DATA WITH YOU**— Bring with you all the information you'll need to complete a job application. This information includes: names and addresses of previous employers and dates of your employment; work-permit, Social Security card and driver's license; names and contact information for your references. Alert your references that you are job-hunting so they will be ready for a call from a potential employer;
- 7 **ENSURE YOU ARRIVE 10 MINUTES EARLY**— Be on time for an interview and be courteous to everyone you meet at a place of business or a job fair. You never know who can influence a hiring decision;
- 8 **HANDSHAKE and EYE CONTACT are PARAMOUNT**— Develop a firm handshake, and maintain eye contact with people as you talk with them;
- 9 **HONESTY MATTERS!**— Be honest about your work experience and your skills. Don't exaggerate! Be prepared to give examples of how you successfully demonstrated your skills at past jobs. Never bad-mouth a former employer or co-workers—it's a small world and your potential employer may know them. Talking down about a former employer shows poor judgment on your part as well as other negatives about you; and
- 10 **BE ENTHUSIASTIC!**— Show interest and enthusiasm to the potential employer about the job you're discussing. Do your homework on the business and its products and services. Research its web site and brochures, and examine newspaper articles about the organization. Talk to people who work for the company or one like it.

TOMASCO Indiana LLC.

Tomasco, a growing manufacturing facility located in Winchester, IN is currently looking to fill the positions of:

GENERAL ASSOCIATES

Tomasco offers an extremely competitive benefits package.

If you feel you may be qualified for one of these positions, please submit your resume to Human Resources at:

***Tomasco Indiana LLC
200 Inks Drive
Winchester, IN 47394
www.tomasco.net***

At Tomasco we believe the existence of the company is supported solely by the human harmony based on mutual reliance.

Meridian Services, a dynamic and growing community mental health center, has the following position available:

Director, Human Resources

This position will provide overall strategic HR leadership. Oversee the development and implementation of human resources policies, including recruitment, selection, retention, legal compliance, employee practices and procedures, employee communications and events.

Serve as internal consultant to management team, supervisors and employees on personnel issues that affect performance and business relationships. Foster a workplace environment consistent with the values and mission outlined by the leadership of the company.

Oversee all employee benefits programs including medical, and 401 (k) plans. This position reports directly to the CEO and is a member of the executive staff.

Requirements: bachelors degree, Master's preferred, plus five to eight years of HR Generalist experience.

Send resume to: **Meridian Services,
Human Resources Department,
240 N. Tillotson Ave., Muncie, IN 47304;
Fax: 7657410310;
Email: jobs@meridiansc.org.**

Meridian Services is a regional not-for-profit, behavioral healthcare organization, who has served children and families for over 30 years in the Indiana area. EOE


MERIDIAN
Services



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www.tractorsupply.com

EOE

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WAYNE HOSPITAL

Wayne Hospital is a 92-bed acute care hospital located in Greenville, Ohio. We pride ourselves on giving quality, compassionate care to our patients. Our slogan is "**WE CARE**". We are proud that we are able to continue to give the care that each patient seeks and deserves. Working at Wayne Hospital will give you an excellent opportunity to provide quality care with up-to-date technology and a well educated staff.

We are currently seeking dynamic individuals to join our team of professionals in the following areas:

REGISTERED NURSES

The following opportunities exist for RN's with related experience along with current, valid Ohio RN license. Excellent assessment, organizational, communication and customer service skills required. Full-time and part-time opportunities available on various shifts.

New grads are welcome to apply.

Telemetry: Part Time OB: Full Time and Part Time

Wages based on experience. Highly competitive shift and weekend differentials.

OCCUPATIONAL THERAPIST Part Time/PRN

Responsibilities include assessing the functional needs of the patient and set appropriate goals for the patient. Provide direct patient care and evaluate outcomes. Reassess patient's functional needs and adjust care plan. Document evaluations and treatment goals and plans. Qualifications include graduate of an accredited occupational therapy program and current licensure in state of Ohio.

*Wayne Hospital offers competitive salary with an annual merit review, generous differentials, a paid time-off program that include up to 28 paid days off per year, medical, dental and life insurance, excellent tuition reimbursement program, time and one-half for holidays, pleasant work environment
- these are only a few of the excellent benefits offered.*

For immediate consideration mail or fax your resume to **Human Resources Department:**

**Wayne Hospital
Attention: Human Resources
835 Sweitzer Street
Greenville, OH 45331-1077
Phone: 937-547-5721 Fax: 937-547-5062
teresa.clark@waynehospital.com**

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Human Resources Director

Large medical practice seeking experienced HR Director. Applicants must have prior experience. Attention to detail and accuracy, good communication and verbal skills are a must.

SHRM PHR/SPHR certification preferred. Competitive salary and benefits.

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To learn more about Staffmark and what we can do for you, contact your local office.

Meridian Services has the following opening on their Adult Psychiatric Unit and a new Gero-Psych Unit located on the campus of Ball Memorial Hospital in Muncie, IN. The following positions are available immediately:

RNs and LPNs

Must be licensed in the State of Indiana.

Nurse Practitioner

Must be a graduate of an accredited school of nursing with a master's degree in nursing and current license to practice as a registered nurse in the State of Indiana, or eligible for Indiana licensure.

Certified Therapeutic Recreation Specialist

Bachelor of Science in therapeutic recreation. Certification or eligible to apply for National Council of Therapeutic Recreation Certification (NCTRC)

Personal Needs Technician

High school graduate or equivalent. Current certification as CNA.

All positions require a valid Indiana driver's license. Excellent salaries and fringe benefits.

Send resume to: **Meridian Services,
Human Resources Department,
240 N. Tillotson Ave., Muncie, IN 47304;
Fax: 7657410310;
Email: jobs@meridiansc.org.**

Meridian Services is a regional not-for-profit, behavioral healthcare organization, who has served children and families for over 30 years in the Indiana area. EOE


MERIDIAN
Services



the waters™
of Yorktown

is accepting applications for
the following positions!

- RN & LPN -
- CNA -
- COTA -
- COOK -

The Waters of Yorktown
2000 S. Andrews Road
Yorktown, IN 47396
765-759-7740

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Dialysis RN

Ball Dialysis at Forest Ridge, an outpatient dialysis facility, is searching for a dedicated RN to ensure optimal patient care at our facility in New Castle, IN. Candidates must have a current IN RN license and 1-2 years clinical experience. NRA offers health, dental, vision, life, disability, 401k, and paid time off.

Apply online at

www.nationalrenal.com

Resumes may be faxed to

765-593-2976

or you may contact
Penny Armstrong at

765-593-2977

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We have established a new PRN rate for this position making this a **GREAT** opportunity for the right individual to join our talented team in our new state-of-the-art facility.

RESPIRATORY THERAPIST

This individual must have a current license in the state of Indiana or be eligible for licensing.

ENVIRONMENTAL SERVICES MANAGER

We are in search for a Full-Time Environmental Services Manager. Day Shift with some off shift responsibilities, needs to be flexible, must possess good people skills and be detail oriented. Computer knowledge and leadership experience required.

If you are looking for a great place to work and meet our requirements, please send your resume or apply in person to:

St. Vincent Randolph Hospital

Attn: Human Resources

473 Greenville Avenue

P.O. Box 407, Winchester, IN 47394

Phone: 765-584-0077

E-mail: DSHart@stvincent.org

E.O.E

0000072833

Meridian Services is a regional behavioral health-care system accredited by JCAHO, CARF. As a dynamic and growing community mental health center, we have the following positions available:

Manager - Residential Services

Meridian Services offers an exceptional management opportunity for a proactive professional. Responsible for planning, organizing and supervising residential programs. Required: BS or RN plus 4 yrs.; MA or MSN plus 2 yrs. QMHP eligible required. Management experience preferred. Located in Muncie.

Behavioral Clinician

Immediate opening in our New Castle office for a mental health professional with a BSW or BS in relevant field for the position of Behavioral Clinician in our Community Support Program. This position will provide ongoing wraparound services in order to monitor the health and behavior of consumers; to assist consumers in carrying out activities required to maintain residence and/or community placement; to train/monitor the consumer in activities of daily living; to nurture social skills; to respond to necessary crisis situations; and to build skills required for independent living.

Addictions Counselor

Immediate opening in our New Castle facility for a fulltime addictions counselor. Primary responsibility is for the provision of clinical services for individuals and families with cooccurring (mental illness and substance abuse/dependence) problems in an outpatient mental health/addictions treatment setting. A professional with a masters level and addictions certifications preferred. Evening hours may be required.

Send resume to: **Meridian Services,
Human Resources Department,
240 N. Tillotson Ave., Muncie, IN 47304;
Fax: 7657410310;
Email: jobs@meridiansc.org.**

Meridian Services is a regional not-for-profit, behavioral healthcare organization, who has served children and families for over 30 years in the Indiana area. EOE


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Services

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Project Director
Non-Profit Drug Prevention Coalition Bachelors degree with prior work experience. Good verbal and written communication skills, computer skills. Work involves strategic planning, reports, and meeting deadlines of state grant on underage drinking. EOE. Send Resume w/salary req. by email to: Pat.hart@dcccouncil.org NO phone calls or walk ins.

Service Advisor position available. Need an A+ sales person with superior customer satisfaction skills. Car dealer exp. a plus. Available to work alternating Saturdays. Potential to make up to 70K per year. Minorities encouraged to apply. Send resume to
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Apply online at www.hcr-manor-care.com
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People. Strength. Commitment

435 Professional

COMMERCIAL LOAN OFFICER
A well established community bank is seeking an experienced Commercial Loan Officer. The job responsibilities for this highly motivated individual will include generating and managing new business, maintaining an existing portfolio, and recommending the approval of commercial loans. This position requires a bachelors degree in business or a related field or equivalent experience. Three years lending experience is preferred. Please send your resume and a cover letter with salary requirements to:
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LPN
Busy surgical practice seeks **full-time office LPN**. Must be highly professional, detail oriented and able to multi-task. Flexibility and good communication skills required for this position! Salary based on experience. Send resume to:
OT-625 PO Box 2408 Muncie, In 47307

A MEDICAL SCHEDULER & A CPT CODING SPECIALIST
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CNA position available that is both challenging and rewarding. Our residents are special people who deserve special people to work with them. Apply in person at Hickory Creek at Gaston, 502 N Madison, Gaston, IN 47342. Questions? Contact Rhonda Sexton 765-358-3324. Tuesday thru Friday only

L.P.N.s and C.N.A.s Needed
Wkends, FT, PT & PRN

Activity Director Needed
Fulltime-experience in Long Term Care req.

Apply in person Renaissance Rehabilitation Center 3400 W. Community Muncie

435 Professional

Dietary Manager Needed
Must have Long Term Care Experience. Certified Dietary Manager (C.D.M.) preferred

Apply in person to:
Renaissance Rehabilitation Center 3400 W. Community Dr. Muncie

C.N.A.s Needed
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Renaissance Rehabilitation Center 3400 W. Community Dr. Muncie
Apply in person

BMH Outpatient Surgery Services now seeking full-time **experienced OR RN, Endoscopy RN and Patient Transporter**. Competitive pay and benefits. If interested, please fax resume to 765-741-2873.

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460 Skilled

East Central Indiana Manufacturing Company Seeking Director of Product Design Engineering

The successful candidate will possess mechanical design experience in gearing, metal fabrication, and small mechanical components. Requires effective management skills and hands on design experience. Must have the ability to translate customer requirements into engineered components through a team environment. Varied working knowledge of materials and processes required. Solid works software experience preferred. This position requires a Bachelor degree, in Mechanical Engineering, with a minimum of 10 years design and manufacturing experience.

We are a customer oriented company. Applicant must be Motivated to accept responsibility and accomplish results.

We offer a competitive salary and benefit package including medical, dental, vision and 401K.
Please send resume in confidence to:

Director of Human Resources P.O.Box 21246 Indianapolis, IN 46221

Tomorrow's Angels Day CNA classes begin 09/02/08. For more info 765-674-6748

On call position for **RN/LPN or EMT**. OB experience preferred, but not required.
Email resume to: wlwade623@aol.com

Receptionist for busy medical office, FT, some computer skills nec. Will train. Email resume to: mldouglas20@aol.com

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460 Skilled

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Eastern Indiana Regional Workforce Board Administrative Office

122 E. Main Street, PO Box 1856
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